

# Exchange Advisory Committees: Roles and Responsibilities

*The Advisory Committees established to inform the legislative studies required under the Maryland Health Benefit Exchange Act of 2011 have distinct roles and responsibilities. The purpose of this document is to help these entities understand their roles and responsibilities, how they relate to the legislative studies and to one another. A continuous exchange of information will enable the creation of one comprehensive document incorporating advice and evidence from each entity to present to the Board as it seeks to make informed recommendations to the Governor and the Legislature.*

**Advisory Committees:** The scope of the advisory committees' work includes all of the study provisions within the corresponding legislatively mandated study or studies. Meetings of the advisory committees are announced and open to the public. Committee Members may participate via conference call if necessary.

The advisory committees will look critically at the analyses provided by the study vendors to inform their discussions on each topic. These committees will internally vet the options available and identify pros and cons regarding each option. The committees are non-voting bodies, and their vetted options papers will not include recommendations to the Board. The advisory committees will have input into and shape the development of an options paper for each legislative study. The committee may be able to reach general agreement on some areas. In other areas, this may not be possible and differing perspectives should be summarized. The Co-Chairs and Exchange Board staff may use discretion in characterizing views, but votes shall not be taken.

Meeting agendas must address the study provisions within the corresponding legislatively mandated study or studies. There will be limited opportunity to consider issues that are related to but not specifically addressed in the charge; such issues should be deferred until the last meeting. Meetings should be scheduled to align with the vendor's workplan and other committees' meetings to ensure proper communication and stakeholder input. Time permitting, an opportunity for public comment will be provided at the end of every meeting.

**Co-Chairs:** The Advisory Committee co-chairs will be responsible for the general oversight and organization of the committee, including oversight and organization of meetings. The co-chairs will work with the Board Liaison and committee staff to establish agendas for each meeting, and will be responsible for ensuring the meetings follow the agenda as closely as possible.

**Advisory Committee Staff:** Advisory Committee staff will be responsible for scheduling meetings, preparing agendas, drafting the group's recommendations, and preparing summary minutes of meetings. Communication between meetings, including drafts of report and recommendations, will be done via email through staff.

**Board Liaison:** The Board Liaison will ensure open communication between the Advisory Committees and the Board. The primary responsibility of the Board Liaison are to work with the co-chairs, staff, and committee members to ensure the group is on task and its work is in line with the expectations of the Board.

**Study Vendors:** Study vendors will be responsible for conducting scientific analytic analyses of the provisions required under the legislative studies, including an inventory of options available to policymakers. They will provide the advisory committees with analytic support to allow these committees to have informed discussions. The study vendors will develop a neutral and informative report for each legislative study.

**The Board:** The Board will utilize the comprehensive document provided by staff containing advice from the advisory committee and analytic work of the study vendor to make recommendations to the Governor and Legislature.